



How to E-File Documents into an Existing Superior Court Case

Prior to e-filing into an existing King County Superior Court case, you will need to save your documents into a PDF or TIF format. To e-file documents with an [associated fee](#), payment must be made using the King County's eCommerce application via a credit card or internet check. An eCommerce transaction fee of \$2.49 for use of a credit card, or \$1.49 for an internet check, will be included in the total cost. For additional eFiling information, please see the '[eFiling Application Tips](#)' tutorial.


Choose the eFiling Process

- From the 'Home' page, choose 'E-File Documents into an Existing Case'

Enter a 9 Digit Case Number

- Enter the 9 digit case number, Dashes are not required
- Do not include the case assignment designation (KNT or SEA)
- Click 'Next'

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Superior Court Clerk's Office

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INSTRUCTIONS

- Case numbers should not contain any alpha characters. If the case number contains a [C], please convert the [C] to the number [1].
- Please do not include the case designation (i.e., SEA or KNT).
- help

Please do not use your browser's 'Back' button
start over

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Enter Case Number

Case Number:
xx-x-xxxxxx-x or xxxxxxxxxx

☐ Check this box if your case number is NOT 9 digits

Cancel Next

Enter a Non-9 Digit Case Numbers

- Select the check box
- Select the case type from the list provided
- Enter only the case numbers after the dash (e.g., 4-G1234: enter only G1234)
- Click 'Next'



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Please do not use your browser's 'Back' button
start over

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Enter Case Number

☒ Uncheck this box if your case number is 9 digits
If your case number is not in xx-x-xxxxxx-x or xxxxxxxxxx format (i.e., the case was filed before year 1979), please select the case type and input the case number below (if your case number has a dash, only enter the part after dash).

--select case type--

Cancel Next

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INSTRUCTIONS
Please do not use your browser's 'Back' button
start over

STATUS
Case Number
10-2-00040-2
Case Title
Patterson Contract vs Joe Public

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information
Case #: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type
--select one--


Document Type File Name Size (KB) Action

Total Upload : 0.00 MB of 50.00 MB

Previous Cancel Next

Verify Case Information

- When a valid case number is entered the page will refresh and display the case title
- Before continuing, verify this is the case you want to file into



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Select Document(s) for E-Filing

Case Information
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Document Type
--select one--

Document Type File Name Size (KB) Action

Total Upload : 0.00 MB


Previous Next

Links to external sites

Identify Document Type

- Click the down arrow to display a list of descriptive document names referred to as the 'Document Type'
- Using the scroll bar to view the complete list, choose the document type from the drop down menu that most closely describes your document
- If you do not see the type of document you are filing listed, choose 'OTHER' (NOTE: Unsigned orders cannot be filed with the clerk)
- Some document types will generate optional text fields (i.e., 'Whom' and 'Re') to help you further identify the particular document

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INSTRUCTIONS

- Browse for a Document file
- Click 'OK' to upload the document
- help

Please do not use your browser's 'Back' button

STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public

E-File Documents into an Existing Case

Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case # 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type

AFFIDAVIT OF MAILING

Document File

Document File Name: Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous Cancel Next

Locate Document

- Click 'Browse' to open a 'Choose file' window on your computer, which will enable you to upload your document



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Choose File to Upload

Look in: Desktop

My Documents
My Computer
My Network Places

File name: Open Cancel

Files of type: All Files (*.*)

Progress: 1 2 3 4 5

Select Document(s) for E-Filing

Case Information

Case # 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type

AFFIDAVIT OF MAILING

Document File

Document File Name: Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB


Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous Cancel Next

Choose Document

- Browse your computer or network drive to locate the document you wish to e-file (For file conversion information, please see the '[E-Filing Application Tips](#)' tutorial)
- After choosing the document, click 'Open'

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- Browse for a Document file
- Click 'OK' to upload the document
- help

Please do not use your browser's 'Back' button

start over

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10-2-00040-2
Case Title
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E-File Documents into an Existing Case

Select Document(s) for E-Filing

Case Information

Case #: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type

AFFIDAVIT OF MAILING

Document File

Document File Name: C:\Documents and Settings\ Browse OK

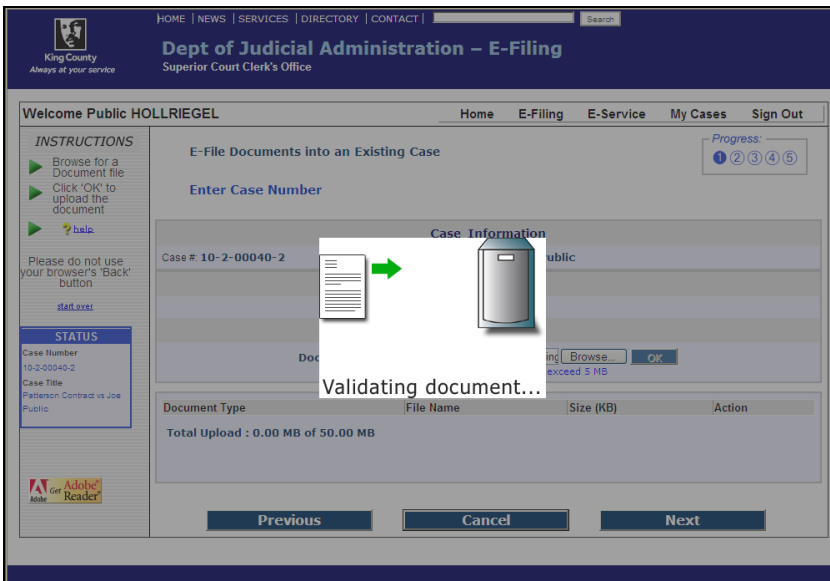
Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Previous Cancel Next

Upload Document

- The chosen document file name and location will be displayed in the '**Document File Name:**' field
- If you have an attachment(s) for this document or additional documents to file into this case, click '**OK**' (NOTE: For additional information regarding attachments, please see the '[E-Filing Application Tips](#)' tutorial)
- If you do not have an attachment or additional document to file, click '**Next**'



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INSTRUCTIONS

- Browse for a Document file
- Click 'OK' to upload the document
- help

Please do not use your browser's 'Back' button

start over

STATUS

Case Number
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Case Title
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E-File Documents into an Existing Case

Enter Case Number

Case Information

Case #: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type

Document File Name: C:\Documents and Settings\ Browse OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.00 MB of 50.00 MB			

Validating document...

Previous Cancel Next

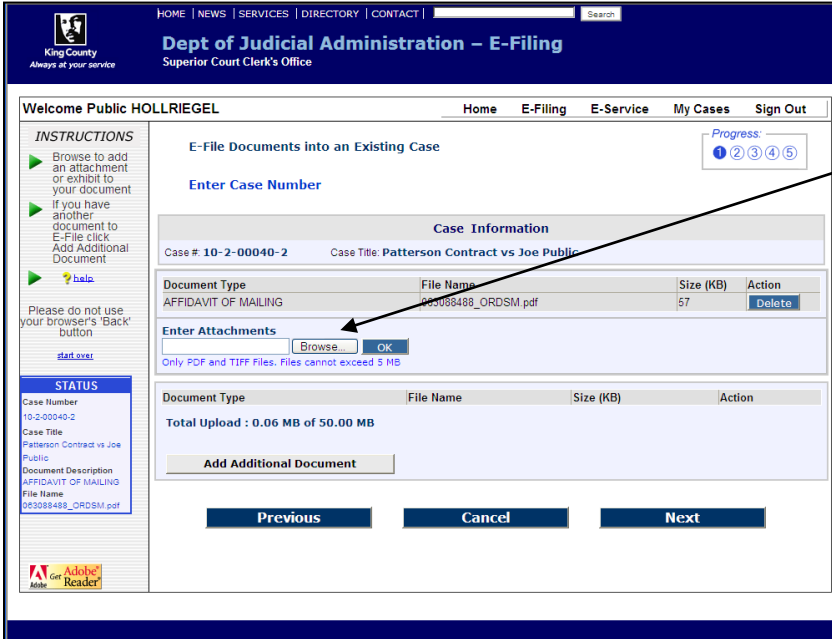
Document Validation

- The application validates the file(s) you selected to upload to verify it meets the E-Filing application requirements (NOTE: For additional information, please see the '[E-Filing Application Tips](#)' tutorial)

How to E-File Documents into an Existing Superior Court Case

Add Attachment (Exhibit)

- To add an attachment or exhibit to the primary document you just uploaded, click '**Browse**' to access your computer and upload the attachment
- Adding an attachment to an e-filed document is equivalent to stapling hard copy documents together
- After uploading the attachment, you may choose to add another attachment, another document, or proceed to e-file (click '**Next**')



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INSTRUCTIONS

- Browse to add an attachment or exhibit to your document
- If you have another document to E-File click Add Additional Document

Please do not use your browser's 'Back' button

STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public
Document Description: AFFIDAVIT OF MAILING
File Name: 06308488_ORDSM.pdf

E-File Documents into an Existing Case

Enter Case Number

Progress: 1 2 3 4 5

Case Information

Case #: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type	File Name	Size (KB)	Action
AFFIDAVIT OF MAILING	06308488_ORDSM.pdf	57	Delete

Enter Attachments

Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

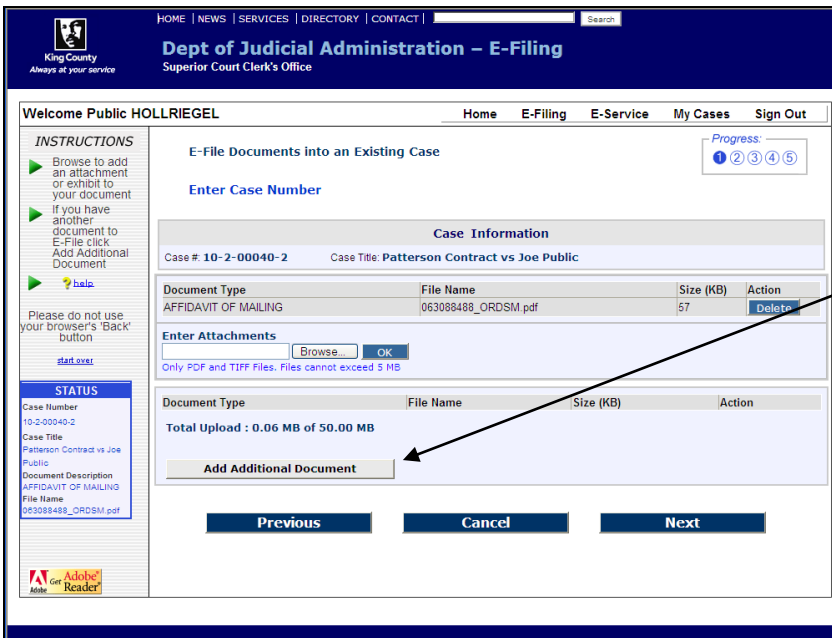
Document Type	File Name	Size (KB)	Action
Total Upload : 0.06 MB of 50.00 MB			

Add Additional Document

Previous Cancel Next

Add Additional Document

- To upload another document to file in this case, click '**Add Additional Document**'



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INSTRUCTIONS

- Browse to add an attachment or exhibit to your document
- If you have another document to E-File click Add Additional Document

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STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public
Document Description: AFFIDAVIT OF MAILING
File Name: 06308488_ORDSM.pdf

E-File Documents into an Existing Case

Enter Case Number

Progress: 1 2 3 4 5

Case Information

Case #: 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type	File Name	Size (KB)	Action
AFFIDAVIT OF MAILING	06308488_ORDSM.pdf	57	Delete

Enter Attachments

Browse... OK

Only PDF and TIFF Files. Files cannot exceed 5 MB

Document Type	File Name	Size (KB)	Action
Total Upload : 0.06 MB of 50.00 MB			

Add Additional Document

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INSTRUCTIONS

► Browse for a Document file
► Click 'OK' to upload the document
► Instructions

Please do not use your browser's 'Back' button

STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public
Document Description: AFFIDAVIT OF MAILING
File Name: 063088489_ORDSM.pdf

E-File Documents into an Existing Case

Enter Case Number

Progress: 1 2 3 4 5

Case Information

Case # 10-2-00040-2 Case Title: Patterson Contract vs Joe Public

Document Type

--select one--

Document Type	File Name	Size (KB)	Action
AFFIDAVIT OF MAILING	063088489_ORDSM.pdf	57	Delete

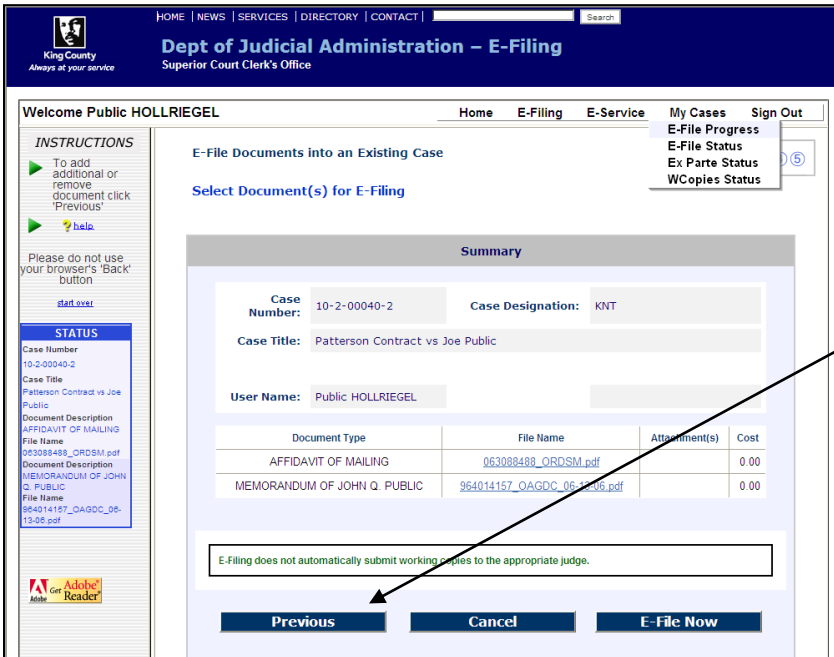
Total Upload : 0.06 MB of 50.00 MB

Previous Cancel Next

Add Additional Document – continued

- Choose a document type from the drop down menu and complete the locate and choose document steps noted above
- If you have accidentally uploaded the incorrect document, you may **'Delete'** the uploaded document and start the process over again
- The only limit to the number of documents you may file in a single session is the 50 MB total upload size limit

Submission Summary



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INSTRUCTIONS

► To add additional or remove document click 'Previous'
► Help

Please do not use your browser's 'Back' button

STATUS

Case Number: 10-2-00040-2
Case Title: Patterson Contract vs Joe Public
Document Description: AFFIDAVIT OF MAILING
File Name: 063088489_ORDSM.pdf
Document Description: MEMORANDUM OF JOHN Q. PUBLIC
File Name: 964014157_OAGDC_06-13-06.pdf

E-File Documents into an Existing Case

Select Document(s) for E-Filing

Summary

Case Number: 10-2-00040-2 Case Designation: KNT
Case Title: Patterson Contract vs Joe Public
User Name: Public HOLLRIEGEL

Document Type	File Name	Attachment(s)	Cost
AFFIDAVIT OF MAILING	063088489_ORDSM.pdf		0.00
MEMORANDUM OF JOHN Q. PUBLIC	964014157_OAGDC_06-13-06.pdf		0.00

E-Filing does not automatically submit working copies to the appropriate judge.

Previous Cancel E-File Now

- A **'Summary'** of your documents ready for filing is displayed for review and verification prior to filing (NOTE: Click a hyperlinked file name to view the document)
- To modify the submission click **'Previous'** to return to a document upload page where additional files may be uploaded or existing uploaded files may be deleted
- If you are ready to proceed and e-file, click **'E-File Now'**
- If you have selected to e-file document(s) with an associated fee, the amount will appear in the cost column and you will be taken directly to King County's **E-Commerce** website for payment via Internet Check or Credit Card



How to E-File Documents into an Existing Superior Court Case

The screenshot shows the 'E-Filing' section of the King County Superior Court Clerk's Office website. The user is logged in as 'Public HOLLRIEGEL'. The main heading is 'E-File Documents into an Existing Case'. A green checkmark and message state: 'Thank you. Your document(s) has been received by the Clerk.' Below this are three buttons: 'Click here to submit your Working Copies electronically', 'Click here to submit documents to Ex Parte via the Clerk', and 'Click here to E-Serve the documents you just e-filed'. The 'Confirmation Receipt' section displays the following information:

Case Number:	10-2-00040-2	Case Designation:	KNT
Case Title:	Patterson Contract vs Joe Public		
Filed By:	Public HOLLRIEGEL	Submitted Date/Time:	5/24/2011 1:56:37 PM
		Received Date/Time:	5/24/2011 1:56:37 PM
User ID:	KMHPublic	WSBA #:	

Below the receipt is a table of the submitted documents:

Document Type	File Name	Attachment(s)	Cost
AFFIDAVIT OF MAILING	063088488_ORDSM.pdf		0.00
MEMORANDUM OF JOHN Q. PUBLIC	964014157_OAGDC_06-13-06.pdf		0.00

Confirmation Receipt

- The 'Confirmation Receipt' identifies the date and time that the clerk's office received your document(s)
- To save a copy of the confirmation receipt, click either the '**Save Confirmation Receipt**' or '**Printer Friendly Version**'
- If your submission requires working copies you may proceed directly to the electronic '**Working Copies**' submittal processes via the button at the bottom of the page
- You may proceed directly to the electronic '**Ex Parte via the Clerk**' submittal processes via the button at the bottom of the page
- You may electronically serve your e-filed documents on parties who have opted-in to accept electronic service via the E-Filing application by clicking '**E-Serve Documents**'
- You can return to the Confirmation Receipt page for 30 days from the date of filing, from the case number link on the '**My Cases >Status**' tab